

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

****RESTRICTED TO DEPARTMENT EMPLOYEES ONLY****

Job Title: EMT/Fire Lieutenant

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|-----------------------------|---------------------------------------|---------------|------------|
| Department/Division: | Fire | Range: | 18F |
| Salary: | Please see attached pay scale. | | |
| Position Status: | Full-Time/Classified | | |
| FLSA Status: | Partial 7k Exempt Position | | |
| Closing Date: | October 16, 2020 | | |
| Job #: | 10-2020-001 | | |

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the direction of the Fire Chief or designee, supervises other departmental personnel providing routine and emergency fire and EMS duties within a station, region or division.

Essential Job Functions:

- Responds to all types of fire, rescue, and medical emergencies to perform emergency medical services, firefighting and rescue duties under adverse and stressful conditions.
- Provides leadership and direction as part of a team to ensure assignments are completed safely and efficiently.
- May be required to organize and/or coordinate specific projects and programs to be accomplished by the team. May be required to develop, deliver, and/or coordinate training activities for career & volunteer personnel.
- Ensures the maintenance of assigned fire stations and grounds are accomplished on a daily basis as directed.
- Performs first line supervisory duties as required or directed by the Fire Chief or designee. Must be able to perform the essential job functions of a firefighter including the assembly, donning and operation of self-contained breathing

apparatus and firefighting apparel and the operation of equipment during emergency situations.

Knowledge / Skills :

- Knowledge of the geographical area of Santa Fe County; fire department policies and procedures; emergency response procedures; fire and rescue apparatus and equipment; emergency medical response procedures and treatment methods; fire and life safety codes and enforcement requirements; fire training and curriculum development and delivery is highly desired.
- Ability to think and act quickly; act independently; communicate effectively verbally and in writing; use a variety of medical equipment, fire suppression and special protective gear under stressful emergency conditions; and to establish and maintain effective working relationships with associates and the public. Previous supervisory or management experience is desired.
- Ability to work with fire/EMS data entry programs is desired.

Minimum Qualifications

- Must have a high school diploma or equivalent and a minimum of five (5) years of continuous service with Santa Fe County Fire Department in a career firefighting position.
- Must have an IFSAC Firefighter II certification or equivalent, Coaching the Emergency Vehicle Operator certification and Incident Command System 100, 200, 700 and 800 certifications.
- Must have IFSAC Fire Instructor I and IFSAC Fire Officer I certifications.
- Must be an EMT Intermediate or Paramedic licensed by the State of New Mexico.
- Must meet the physical ability standards of the department.
- Completion of a fire and/or EMS based Associate or Bachelor Degree is desired.

Working Conditions:

Work is performed both indoors and outside, in varied weather conditions. Work schedule may vary and includes shift work and assignments up to 24 hours or longer in duration. Call back and mandatory overtime may be required in emergency situations. Travel is required. Arduous physical exertion is required in unusual situations. Must be able to drag 175 lbs. for 75 feet and lift up to 50 lbs. Manual and finger dexterity required. May be subject to exposure to heat, smoke, cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases, fumes, contagious diseases, mental anguish under emergency conditions, Cathode Ray Tubes and Visual Display Terminals. May be subject to life threatening situations.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class E Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Updated: 09/30/2020